

JOINT FORCES  
HEADQUARTERS  
2722 SW TOPEKA BLVD.  
ROOM 136  
TOPEKA, KS 66611  
HRO ON THE WEB:  
[HTTP://KANSASTAG.KS.GOV/  
FEDHRO\\_DEFAULT.ASP](http://kansasstag.ks.gov/fedhro_default.asp)

# HUMAN RESOURCE OFFICE BULLETIN



MAY-JUNE 2011 ISSUE

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## Retirement Readiness NOW

Submitted by Bobbi Harvey  
Human Resource Specialist/Employee Benefits

Retirement Readiness NOW is not just about saving money and not just something you do just before retiring.

Money is very important, but that's not all. There's a lot more to planning for your future than putting aside income out of each paycheck for retirement.

Auto Warranties, Maintenance, and Repairs: Is using a dealer a Must?

If you own a car, you know how important it is to keep up with routine

maintenance and repairs. Can a dealer refuse to honor the warranty that came with your new car if someone else does the routine maintenance or repairs? The Federal Trade Commission (FTC), the nation's consumer protection agency,



Says no. In fact, it's illegal for a dealer to deny your warranty coverage

simply because you had routine maintenance or repairs performed by someone else. Read more tips to avoid warranty issues at:

<http://www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt192.shtm>



## TSP Address Verification

Submitted by Bobbi Harvey  
Human Resources Specialist/Employee Services

To ensure that you receive information from TSP, please verify your mailing address in MyPay and update if needed. [www.MyPay.gov](http://www.MyPay.gov)

## Please Welcome a New Staff Member to the HRO Staffing Section

Submitted by Michele Wright  
HRO Assistant

Please welcome our new staff member, SrA Diane Collins to the Staffing Section in the HRO. SrA Collins comes to us from the Security Benefit Group and the 190th ARW where she was a Traditional Airman in Operations. SrA Collins fills the vacancy of OC Jennifer Walters who departed from HRO in January 2011. We all look forward to working with SrA Collins and welcome her to our team.

## Performance Appraisal Application Reviews Are Due

Submitted by CMSgt Lynn McConnell  
HRO PSM



This is to remind all supervisors of permanent and indefinite technicians that it is time to complete the Interim Review on your employees (temporary technicians are exempt from this program). IAW TPR 430, Technician Performance Appraisal Program at least one formal interim review shall be prepared and documented during the appraisal period. As you may know, this requires that the Interim Review be documented for each employee in the PAA system, and this should be completed sometime between the fifth and seventh month of the rating year. For employees whose rating period began on 1 October 2010, that time is now.

Login to you're My Workplace account at the Defense Civilian Personnel Data System (DCPDS) Portal to access the Performance Plan for each of your employees:

<https://compo.dcpds.osd.mil>  
When your Performance Plan was approved by the HLR, you may have noticed the new INTERIM REVIEW tab to the right of the PLAN tab. Use this tab to create the Interim Review and transfer to your employees, giving them a suspense date of when you want their Self Assessment completed and returned to you. When you receive it back, write your assessment of your employee's performance for each critical element. Note: The Interim Review must be approved by the Higher Level Reviewer (HLR) and acknowledged by the employee before it is considered complete.

Instructions on how to complete thought My Biz/My Workplace is located on HRO's website at the Federal Human Resources Website:

<http://kansastag.ks.gov/FEDHRO.asp?PageID=292>

POC for questions regarding PAA are:  
Ms Bobbi Harvey,  
COMM (785) 274-1172, DSN 720-8172

POC for questions on viewing your employees, accessing DCPDS and navigation issues within PAA are:

CMSgt Lynn McConnell, COMM (785) 274-1165, DSN 720-8165

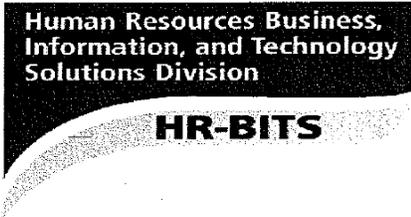
SGT Jason Collier, COMM (785) 274-1163, DSN 720-8163.



## Department of Defense CPMS (Civilian Personnel Management Service)

Submitted by Bobbi Harvey

Human Resource Specialist/Employee Benefits



**Proudly Announces**

**Self Service My Biz**

**Employment Verification**

**The employee's choice for  
quick, secure email  
verification of employment  
and/or salary information!**

To learn more about  
CPMS HR-BITs products & services, visit  
us online at:

<http://www.cdms.osd.mil/hrbits>



### Self Service, My Biz Employment Verification

Employment Verification (EV) is a Self Service My Biz tool allowing employees to email employment and/or salary information to an external organization (business, bank, credit union) directly from the Defense Civilian Personnel Data System (DCPDS) via secure internet!

To email EV information to an external organization:

1. Log into DCPDS Portal at <https://compo.dcpds.cpms.osd.mil>
2. Select, My Biz, Employment Verification.
3. Select you Details to Share, either :

### B. Employment and Salary Information

4. Enter Recipient Email Information.
5. Enter (verify) you work email address is included in Recipient Information "CC" field to receive a copy of EV email.
6. Select Continue to "Acknowledge and Submit" to send your EV information.

The My Biz–Employment Verification tool is available from your workstation!

Log into My Biz and select ICE My Biz to submit your EV comments!

## Retirees for March–April 2011

Submitted by MSgt Robin Lewis  
Human Resource Specialist

The following Technicians have recently retired. We appreciate their many years of service and wish them the best in their retirement:

### Army

Debbie Doyle (Civilian), 31 March 2011

### Air

Rick Leslie, 11 March 2011

Jeffrey Aldrich, 9 April 2011





Submitted by SMSgt Keith Guffy  
HRO Labor Relations Specialist/Chief, Employee Services

## News you can use...from your EAP

### What to Do If Your Child Is Being Bullied

In a national study on bullying, researchers found that nearly 30 percent of 6th through 10th grade students reported moderate to frequent involvement in bullying, either as a bully themselves, as a victim of bullying, or as both bully and a victim.

As a parent, the first thing you need to recognize regarding bullying is that it should never be ignored. No bullying behavior should be considered a normal part of growing up. Bullying is abusive behavior that has a negative impact on children. Children who are bullied are more likely than other children to:

- Be depressed, anxious, or lonely
- Have lower self-esteem
- Be absent from school
- Feel Sick
- Think about suicide

Bullying may involve many forms, including physical actions such as fighting, shoving, kicking or hitting. Psychological actions may include harassing (either in person or electronically), rejecting, excluding, gossiping, use of threats or intimidation. The bully may embarrass or degrade the victim, spread rumors, make fun of, or engage in name-calling.

### What should you do If your child is a victim of bullying?

1. **Watch for signs of bullying.** Children frequently are too embarrassed or afraid to tell an adult about being bullied. Be familiar with the signs of bullying, such as frequent headaches, stomachaches, or not wanting to go to school. If your child tells you about being bullied, it has taken a lot of courage to do so. Your child needs your help to stop the bullying.
2. **Focus on your child.** Empathize with your child. Tell him/her that bullying is wrong, not their fault, and that you are glad he/she had the courage to tell you about it. Be supportive and gather information about the bullying. Ask your child what he/she thinks can be done to help. Assure him/her that you will think about what needs to be done and will let him/her know what steps might be taken to address the problem.
3. **Contact your child's teacher or principal.** If physical violence is involved, or if bullying persists, contact your child's teacher or principal. Emphasize that you want to work with the school to find a solution to stop the bullying, for the sake of your child as well as other students. Talk regularly with your child and school staff to see if the bullying has stopped.



- 4. **Contact your EAP for assistance.** A professional EAP counselor can help you create a plan of action and provide coaching so that you can most-effectively help your child overcome a bullying problem. Additionally, your counselor can provide information and strategies to help your child become more resilient to bullying.

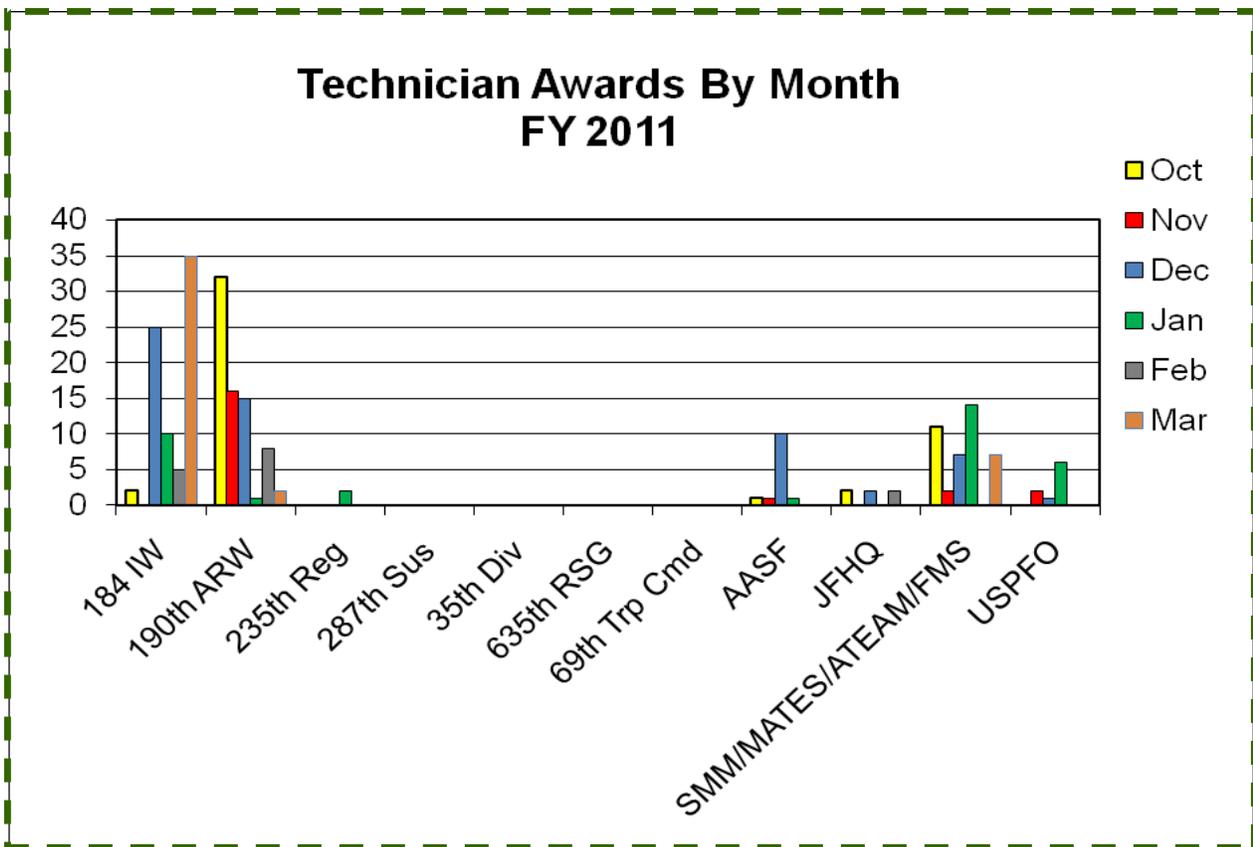
Your EAP can help you and your dependant family members with any type of personal, family or work-related concern. To obtain no cost counseling or other EAP services, please call **800-869-0276** or securely request services from the Member Access section of the EAP website: [www.eapconsultants.com](http://www.eapconsultants.com)

February March 2011

### Technician Awards

The graph below shows technician awards processed, i.e. Time-Off, On the Spot, Sustained Superior Performance, and Quality Step Increases (QSI) for February and March 2011.

Submitted by MSgt Kathy Thornton  
Human Resource Assistant



**Accessions**

Adorno, Ronny O., MATES  
 Akin, Jeffrey P., 184 IW  
 Armstrong, Jeremy T., 190 ARW  
 Bartholic, Kelly L., 190 ARW  
 Bryant, Jonathon M., 184 IW  
 Caughron, James B., 184 IW  
 Collins, Diane M., JFHQ/HRO  
 Eagle, Joshua K., FMS 7  
 Eastridge, Bernadine A., 190 ARW  
 Frantzen, Charles A., AASF 1  
 Gilbert, Eric D., AASF 1  
 Hale, Carla F., USPFO  
 Heller, Christopher J., CPBO  
 Jameson, Casey D., AASF 1  
 Martinez, Enrique M., 2-137 IN BN  
 McCaffrey, Jacob B., 190 ARW  
 Nespor, Gregory D., ATEAM  
 Petefish, Jared R., 190 ARW  
 Purdham, Lee H., AASF 1  
 Rausch, Benjamin L., 184 IW  
 Ready, Milton G. Jr., ATEAM  
 Reed, Stephen M. Jr., 287 STB  
 Rogers, William D., FMS 1  
 Salazar, David J., MATES  
 Smith, James B., AASF 1  
 Stiles, Anthony K., 2-137 IN BN  
 Stine, Leslie C., ATEAM  
 Strong, Ryan D., 190 ARW  
 Taylor, Steven M., FMS 2  
 Trigg, Talisa N., CSMS 1  
 Viscocky, Elizabeth A., HRO

**Reassignments**

None

**Promotions**

Adams, Mark S., USPFO  
 Allen, Jared S., ATEAM  
 Amtower, Kirk W., MATES  
 Beougher, Stacy T., MATES

Byrd, Daniel W., CSMS 1  
 Christie, Rickie D., MATES  
 Churchill, Nicholas G., Mil Per Spt Ofc  
 Clark, Terry E., Joint Staff  
 Combes, Bruce W., CSMS  
 Cornelius, Jennifer L., MATES  
 Creach, Michael H., MATES  
 Mullen, Jason C., ATEAM  
 Murdock, Roger D., USPFO  
 Nelson, Andrew L., 190 ARW  
 Picanso, Anthony C., AASF 1  
 Piper, Andrew M., 190 ARW  
 Piper, Jason A., 190 ARW  
 Taitano-McFaddin, Melkiann R., ATEAM  
 Thompson, Matthew D., USPFO  
 Traynor, Timothy P., JFHQ/Fam Prog  
 Webb, Robby W., ATEAM  
 Zeigler, Travis B., MATES

**Separations**

Aldridge, Brandon J., 190 ARW  
 Armbrister, Kyle R., 184 IW  
 Baetz, Jason A., MATES  
 Bahner, Justin D., 184 IW  
 Bloodworth, Ronald E., Jr., 1-161 FA  
 Bowen, Nicholas A., 1-161 FA  
 Bryant, Jonathon M., 184 IW  
 Carpenter, John A., 184 IW  
 Davila, Luis A., 184 IW  
 Delarber, Ryan T., 184 IW  
 Douangpraseuth, Crystal, 184 IW  
 Farabee, Justin A., 1-161 FA  
 Fox, Thomas C., 184 IW  
 Gilpin, Matthew J., 891st Engr BN  
 Glendening, Robert E., 184 IW  
 Hall, Gary L., MATES  
 Halverson, Chartchai C., 184 IW  
 Harkness, Jason E., 184 IW  
 Hayes, Jeremy W., 184 IW  
 Hoesli, Jeremiah W., FMS 2  
 Holliday, Robert W., 184 IW

Hurd, Kerry A., KSARNG TNG CTR  
 Kroulik, Joseph G., 184 IW  
 Lara, Joel D., 1-161 FA  
 Leach, Jeremy A., 1-161 FA  
 Leslie, Rick A., 184 IW  
 Mack, Joshua D., 1161st FSC  
 Mansur, Elizabeth A., 1-161 FA  
 Messalle, Wayne J., 1-161 FA  
 Miller, Roger D., USPFO  
 Myles, Isaac L., ATEAM  
 Newton, Aaron P. Jr., 1-161 FA  
 Nusspickel, Thomas B., 184 IW  
 Pennock, Casey A., 1-161 FA  
 Rausch, Benjamin L., 184 IW  
 Roberts, Dustin R., 184 IW  
 Rollins, Matthew T., 184 IW  
 Salazaraguirre, Edgar, 184 IW  
 Simpkins, Thomas J., AASF 1  
 Walker, Robert A., 184 IW  
 Waller, Tracy D., FMS 2  
 Williams, Jason E., 190 ARW  
 Wood, Rhiannon M., 184 IW  
 Yoho, Michael D., Const & Fac Mgt



## Applying for a 60 Day TAG REFRAD Position

Submitted by MSgt Terry Spangler  
HRO Staffing Specialist

The following information is provided to assist supervisors with potential requests for a 60 day temporary technician position with the Kansas National Guard. The information in this handout will help you assist potential candidates in understanding the process and the information required to apply for the TAG REFRAD program.

### Eligibility

In order to be eligible to apply for employment, members must be within 30 days of returning from a Global War on Terror (GWOT) deployment. Full-time employment must have been lost as a direct result of the GWOT deployment, and a complete application with all required documentation must be submitted.

### Application Procedures

The following documents are required when applying for TAG REFRAD employment:

1. Optional Form 612 (Application for Federal Employment), completed to its entirety with detailed employment history, signed and dated.
2. Optional Form 306 (Declaration of Federal Employment), completed with honest and accurate information, signed and dated.
3. A copy of the DD Form 214
4. A statement from the member requesting TAG REFRAD employment with a detailed explanation of how full-time employment was lost.
5. Submit all documents to the Adjutant General's Department, Human Resources Office, Staffing section, MSgt Terry Spangler, TSgt Orlando Saucedo, or SrA Diane Collins as soon as possible after return (not to exceed 30 days).

### Program Specifics

Employment under the TAG REFRAD program will not exceed 60 days, there are no extensions and there are no exceptions. Employed soldiers/airmen are highly encouraged to compete for vacant positions, for which they are eligible within the Kansas National Guard; Technician or AGR. There are no additional benefits besides wage/salary compensation.

Continued Next Page...



### Helpful Hints

To ensure requests for employment are successfully processed upon initial submission, the following information is provided:

- Applicants submit all 4 of the required documents.
- When completing the OF 612, give a very detailed history of the employment periods. Providing only an MOS/AFSC or one brief bullet will require the HRO to return the application for more information.
- Ensure every question on the OF 306 is answered honestly and accurately. Omission or falsification of the information on the OF 306 will result in disapproval of employment, or if employed, will result in termination.
- Make sure the OF 306 is signed and dated.
- Make sure the OF 612 is signed and dated.
- Include a copy of the DD 214 (mandatory component of the application procedure). Failure to provide a copy will slow down the hiring process.
- Provide a complete and accurate account of how full-time employment was lost as a direct result of the deployment. (voluntary resignations, self employment or not wanting to resume self employment are not valid reasons for TAG REFRAD employment eligibility.

Following the above guidance will aid the HRO in expeditiously processing requests for employment and get soldiers/airmen working at the earliest possible opportunity.

### Contact Information

If you have any questions or further guidance is required please feel free to contact us at the following:

MSgt Terry Spangler, (785) 274-1160, DSN 720-8160, [terry.spangler2@us.army.mil](mailto:terry.spangler2@us.army.mil)

TSgt Orlando Saucedo, (785) 274-1053, DSN 720-8053, [Orlando.saucedo@us.army.mil](mailto:Orlando.saucedo@us.army.mil)

SrA Diane Collins, (785) 274-1184, DSN 720-8184, [Diane.collins@us.army.mil](mailto:Diane.collins@us.army.mil)

# Convalescent Leave

AGR Soldiers Only

Submitted by MSgt Doug Roudybush  
Health Systems Specialist

As a reminder to soldiers, supervisors, and commanders: When requesting convalescent leave it is imperative the request be submitted to the AGR Branch/HRO **Before** the start of the convalescent leave. HRO may approve up to 30 days of leave. Requests for more than 30 days require NGB approval.

*Please note, you may receive convalescent leave approval from a military doctor up to 30 days. A military hospital commander's approval is required for requests over 30 days. Please forward copies of the documentation to the AGR Branch/HRO.*

When requesting convalescent leave please provide documentation from the civilian provider in SOAP format. The medical provider and their office will be familiar with this term. This format will give us the information we need to determine if convalescent leave should be granted. It is also useful in this format to submit a request to NGB.

Requests for convalescent leave for more than 30 days must be accompanied by a memorandum from their supervisor/commander. An example of the memo is shown below. If you have questions, or would like the memo electronically, please contact POC:

MSgt Doug Roudybush  
(785) 274-1164  
[Douglas.roudybush@ng.army.mil](mailto:Douglas.roudybush@ng.army.mil)



KANSAS ARMY NATIONAL GUARD  
(UNIT NAME)  
(UNIT ADDRESS)  
(CITY, STATE, ZIP)

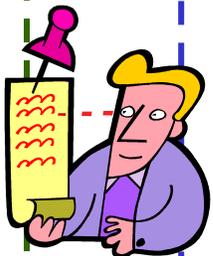
UIC

19 April 2011

MEMORANDUM FOR NGKS-HRA-T, Attn: MSgt Doug Roudybush, 2800 SW Topeka Blvd,  
Topeka, KS 66611

SUBJECT: Request for Convalescent Leave Beyond 30 Days-(**Soldier's rank, name**)

1. Request that (**soldier's rank and name**) be granted Convalescent Leave for (**# days**).
2. Soldier was injured on (**date**) with (**condition**) and cannot return to work. Doctor notes and medical documentation are attached to support this request.
3. Soldier has been made aware that if this request is not approved by the NGB Surgeon's Office, he/she will be charged for any additional time not in a duty status.
4. Point of contact for this memorandum is (**rank, name, phone#, and email**).



BN AO signature block  
(no delegation)

# What You Need to Know About the Holocaust

By Jennifer Rosenberg, About.com, 20th Century History

Submitted by SFC Francisca Jimenez  
EO/EEO Specialist

33 Important Holocaust Facts:

## What Does Holocaust Mean?

The Holocaust began in 1933 when Adolf Hitler came to power in Germany and ended in 1945 when the Nazis were defeated by the Allied powers.

The term “Holocaust,” originally from the Greek word “Holokauston” which means “sacrifice by fire,” refers to the Nazi’s persecution and planned slaughter of the Jewish people. The Hebrew word “Shoah,” which means “devastation, ruin, or waste,” is also used for this genocide.

In addition to Jews, the Nazis targeted Gypsies, homosexuals, Jehovah’s Witnesses, and the disabled for persecution. Anyone who resisted the Nazis was sent to forced labor and murdered.

The term “Nazi” is an acronym for “Nationalsozialistische Deutsche Arbeiterpartei” (National Socialist German Worker’s Party).

The Nazi’s used the term “the Final Solution” to refer to their plan to murder the Jewish people.

## The Big Numbers

It is estimated that 11 million people were killed during the Holocaust. Six million of these were Jews.

The Nazis killed approximately two-thirds of all Jews living in Europe.

An estimated 1.1 million children were murdered in the Holocaust.

## Persecution Begins

On April 1, 1933, the Nazis instigated their first action against the German Jews by announcing a boycott of all Jewish-run businesses.

The Nuremberg Laws, issued on September 15, 1935, began to exclude Jews from public life. The Nuremberg Laws included a law that stripped German Jews of their citizenship and a law that prohibited marriages and extramarital sex between Jews and Germans. The Nuremberg Laws set the legal precedent for further anti-Jewish legislation.

Continued on Next 2 Pages...

Nazis then issued additional anti-Jews laws over the next several years. For example, some of these laws excluded Jews from places like parks, fired them from civil service jobs (i.e. government jobs), made Jews register their property, and prevented Jewish doctors from working on anyone other than Jewish patients.

During the night of November 9–10, 1938, Nazis incited a program against Jews in Austria and Germany in what has been termed, “Kristallnacht” (Night of Broken Glass). This night of violence included the pillaging and burning of synagogues, breaking the windows of Jewish-owned businesses, and looting of these stores and many Jews were physically attacked. Also, approximately 30,000 Jews were arrested and sent to concentration camps.

After World War II started in 1939, the Nazis began ordering Jews to wear a yellow Star of David on their clothing so that Jews could be easily recognized and targeted.

### **Ghettos**

After the beginning of World War II, Nazis began ordering all Jews to live within certain, very specific, areas of big cities, called ghettos.

Jews were forced out of their homes and moved into smaller apartments, often shared with other families.

Some ghettos started out as “open,” which meant that Jews could leave the area during the daytime but often had to be back within the ghetto by a curfew. Later, all ghettos became “closed,” which meant that Jews were trapped within the confines of the ghetto and not allowed to leave.

A few of the major ghettos were located in the cities of Bialystok, Kovno, Lodz, Minsk, Riga, Vilna, and Warsaw.

The largest ghetto was in Warsaw, with its highest population reaching 445,000 in March 1941.

In most ghettos, Nazis ordered the Jews to establish a Judenrat (a Jewish council) to both administer Nazi demands and to regulate the internal life of the ghetto.

Nazis would then order deportations from the ghettos, in some large ghettos, 1,000 people per day were loaded up in the trains and sent to either a concentration camp or a death camp.

To get them to cooperate, the Nazis told the Jews they were being transported to another place for labor.

When the Nazis decided to kill the remaining Jews in a ghetto, they would “liquidate” a ghetto by boarding the last Jews in the ghetto on trains.

When the Nazis attempted to liquidate the Warsaw Ghetto on April 13, 1943, the remaining Jews fought back in what has become known as the Warsaw Ghetto Uprising.

The Jewish resistance fighters held out against the entire Nazi regime for 28 days—longer than many European countries had been able to withstand Nazi conquest.

### **Concentration and Extermination Camps**

Although many people refer to all Nazi camps as “concentration camps,” there were actually a number of different kinds of camp, including concentration camps, extermination camps, labor camps, prisoner-of-war camps, and transit camps.

One of the first concentration camps was Dachau, which opened on March 20, 1933.

From 1933 until 1938, most of the prisoners in the concentration camps were political prisoners (i.e. people who spoke or acted in some way against Hitler or the Nazis) and people the Nazis labeled as “asocial.”

After Kristallnacht in 1938, the persecution of Jews became more organized. This led to the exponential increase in the number of Jews sent to concentration camps.

Life within Nazi concentration camps was horrible. Prisoners were forced to do hard physical labor and yet given tiny rations. Prisoners slept three or more people per crowded wooden bunk (no mattress or pillow). Torture within the concentration camps was common and deaths were frequent.

At a number of Nazi concentration camps, Nazi doctors conducted medical experiments on prisoners against their will.

While concentration camps were meant to work and starve prisoners to death, extermination camps (also known as death camps) were built for the sole purpose of killing large groups of people quickly and efficiently.

The Nazis built six extermination camps: Chelmno, Belzec, Sobibor, Treblinka, Auschwitz, and Majdanek. (Auschwitz and Majdanek were both concentration and extermination camps).

Prisoners transported to these extermination camps were told to undress and take a shower. Rather than a shower, the prisoners were herded into gas chambers and killed. (At Chelmno, the prisoners were herded into gas vans instead of gas chambers).

Auschwitz was the largest concentration and extermination camp built, where an estimated 1.1 million people had died.

For more information about the Holocaust you can go to:

<http://history1900s.about.com/od/holocaust/a/holocaustfacts.htm@About.com>

# EAP: After a Tornado

Brought to you by:: EAP Consultants, Inc.

<http://eapconsultants.com/member.html>

Submitted by SMSgt Keith Guffy

HRO Labor Relations Specialist/Chief, Employee Services



Injury may result from the direct impact of a tornado, or it may occur afterward when people walk among debris and enter damaged buildings. A study of injuries after a tornado in Marion, Illinois, showed that 50 percent of the tornado-related injuries were suffered during rescue attempts, cleanup, and other post-tornado activities.

Nearly a third of the injuries resulted from stepping on nails. Other common causes of injury included falling objects and heavy, rolling objects. Because tornadoes often damage power lines, gas lines, or electrical systems, there is a risk of fire, electrocution, or an explosion. Protecting yourself and your family requires promptly treating any injuries suffered during the storm and using Extreme care to avoid further hazards.

## Injuries

Check for injuries. Do not attempt to move seriously injured people unless they are in immediate danger of further injury. Get medical assistance Immediately. If someone has stopped breathing, begin CPR if you are trained to do so. Stop a bleeding injury by applying direct pressure to the wound. Have any puncture wound evaluated by a physician. If you are trapped, try to attract attention to your location.

## General Safety Precautions

Here are some safety precautions that could help you avoid injury after a tornado:

- Continue to monitor your battery-powered radio or television for emergency information.
- Be careful when entering any structure that has been damaged.
- Wear sturdy shoes or boots, long sleeves, and gloves when handling or walking on or near debris.
- Be aware of hazards from exposed nails and broken glass.
- Do not touch downed power lines or objects in contact with downed lines. Report electrical hazards to the police and the utility company.
- Use battery-powered lanterns, if possible, rather than candles to light homes without electrical power. If you use candles, make sure they are in safe holders away from curtains, paper, wood, or other flammable items. Never leave a candle burning when you are out of the room.
- Never use generators, pressure washers, grills, camp stoves, or other gasoline, propane, natural gas, or charcoal-burning devices inside your home, basement, garage, or camper—or even outside near an open window, door or vent. Carbon Monoxide (CO)—an odorless gas that can cause sudden illness and death if you breathe it—from these sources can build up in your home, garage, or camper and poison the people and animals inside.
- Hang up displaced telephone receivers that may have been knocked off by the tornado, but stay off the telephone, except to report an emergency.
- Cooperate fully with public safety officials.
- Respond to requests for volunteer assistance by police, fire fighters, emergency management, and relief organizations, but do not go into damaged areas unless assistance has been requested.

Your presence could hamper relief efforts, and you could endanger yourself.

### Inspecting the Damage

- After a tornado, be aware of possible structural, electrical, or gas-leak hazards in your home. Contact your local city or county building inspectors for information on structural safety codes and standards. They may also offer suggestions on finding a qualified contractor to do work for you.
- In general, if you suspect any damage to your home, shut off electrical power, natural gas, and propane tanks to avoid fire, electrocution, or explosions.
- If it is dark when you are inspecting your home, use a flashlight rather than a candle or torch to avoid the risk of fire or explosion in a damaged home.
- If you see frayed wiring or sparks, or if there is an odor of something burning, you should immediately shut off the electrical system at the main circuit breaker if you have not done so already.
- If you smell gas or suspect a leak, turn off the main gas valve, open all windows, and leave the house immediately. Notify the gas company, the police or fire departments, or State Fire Marshal's office, and do not turn on the lights, light matches, smoke, or do anything that could cause a spark. Do not return to your house until you are told it is safe to do so.

### Safety During Clean Up

- Wear sturdy shoes or boots, long sleeves, and gloves.
- Learn proper safety procedures and operating instructions before operating any gas-powered or electric-powered saws or tools.

- Clean up spilled medicines, drugs, flammable liquids, and other potentially hazardous materials.

### Children's Needs

After a tornado, children may be afraid the storm will come back again and they will be injured or left alone. Children may even interpret disasters as punishment for real imagined misdeeds. Explain that a tornado is a natural event.

Children will be less likely to experience prolonged fear or anxiety if they know what to expect after a tornado. Here are some suggestions:

- Talk about your own experiences with severe storms, or read aloud a book about tornadoes.
- Encourage your child to express feelings of fear. Listen carefully and show understanding.
- Offer reassurance. Tell your child that the situation is not permanent, and provide physical reassurance through time spent together and displays of affection.
- Include your child in clean-up activities. It is comforting to children to watch the household begin to return to normal and to have a job to do.

**Note:** Symptoms of anxiety may not appear for weeks or even months after a tornado; they can affect people of any age. If anxiety disrupts daily activities for any member of your family, seek professional assistance through a school counselor, community religious organization, your physician, or licensed professional. Counselors are listed under Mental Health Services in the yellow pages of your telephone directory.

Col Kathryn Hulse	Human Resources Officer	274-1181	RM 142
LTC Roger Krull	Deputy HRO Officer	274-1167	RM 141
SMSgt Keith Guffy	State Labor Relations Specialist	274-1162	RM 140
<b>Manpower Division</b>			
Lt. Col Shelly Bausch	Chief, Manpower	274-1982	RM 138
CMSgt Lynn McConnell	Personnel Systems Manager	274-1165	RM 136
SGT Jason Collier	Personnel Systems Assistant	274-1163	RM 136
MSgt Tammy Wells	Classification Specialist	274-1161	RM 136
MSG Lyle Babcock	Management Analyst/DTS	274-1941	RM 136
<b>Employee Services Division</b>			
SMSgt Keith Guffy	Chief, Employee Services	274-1162	RM 140
Bobbi Harvey	Employee Benefits Specialist	274-1172	RM 136
MSgt Robin Lewis	Human Resource Specialist	274-1206	RM 136
MSgt Kathy Thornton	Human Resource Assistant	274-1187	RM 136
MSgt Terry Spangler	Staffing Specialist	274-1160	RM 136
SrA Diane Collins	Staffing Specialist	274-1184	RM 136
TSgt Orlando Saucedo	Staffing Specialist	274-1053	RM 136
Dottie Clark	Employee Development Specialist	274-1185	RM 136
Michele Wright	Human Resource Assistant	274-1180	RM 136
<b>AGR Branch</b>			
CW2 Morgan Davis	AGR Manager	274-1182	RM 135
SFC Katie Carnahan	AGR Staffing Specialist	274-1186	RM 136
MSG Chris Kuti	AGR Pay Specialist	274-1636	RM 136
MSgt Doug Roudybush	Tricare Specialist	274-1164	RM 136
SGT Daniel Forrest	Human Resource NCO	274-1330	RM 136
<b>EO/EEO Division</b>			
CW3 Sandra Lashley	EO/EEO Manager	274-1166	RM 143
SFC Francisca Jimenez	EO/EEO Specialist	274-1168	RM 143
<b>Family Programs/Workforce Support Division</b>			
MAJ Robert Stinson	Chief, Workforce Support	274-1183	RM 105
Mary Nesbitt	Family Programs Director	274-1171	RM 101
Michelle Williams	Family Readiness Assistant	274-1173	RM 103
TSgt Deanna Davis	Family Programs Specialist	274-1553	RM 102
PFC Stephanie Hodges	Family Support Specialist	274-1512	RM 102
SGT Jennifer Gold	Yellow Ribbon Event Accountability Mgr.	274-1512	RM 102
Heather Wellman	Yellow Ribbon Specialist	274-1211	RM 112
Jes Robinson	Yellow Ribbon Specialist	274-1211	RM 112
Amanda Herlinger	State Youth Coordinator	274-1491	RM 102
Darcy L. Seitz	State Youth Coordinator	274-1967	RM 102
Bonnie Murdock	Military OneSource JFSAP	274-1557	RM 102
Robert Johnson	Military Family Life Consultant	274-1129	RM 104
2 LT Tim Traynor	JFHQ Sexual Response	274-1578	RM 104
<b>Transition Benefits Division</b>			
Beth Visocsy	Transition Assistance Specialist	274-1129	RM 112
Howard Steanson	Transition Assistance Advisor	274-1188	RM 112
<b>ESGR Division</b>			
Fred Waller	ESGR Director	274-1559	RM 112
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